

LEGAL SECRETARY II*Class Definition*

Under supervision, provides responsible and confidential legal secretarial support to the professional legal staff in the City Attorney's Office.

Distinguishing Characteristics

Legal Secretary II is an advanced journey level in the Legal Secretary series assigned to the City Attorney's Office. Incumbents perform specialized legal secretarial duties requiring technical skills and the application of independent judgment to work situations where standard procedures do not apply. Duties include preparing and filing litigation documents with state and federal court systems, indexing a variety of complex legal documents which require special legal secretarial expertise, taking and transcribing testimony from complainants, and scheduling court dates and preparing appropriate legal notices.

The Legal Secretary II class is distinguished from the Legal Secretary I in that incumbents at the Legal Secretary II level are expected to perform assigned duties with only occasional instruction. This class is distinguished from Law Office Supervisor in that the latter provides supervision for the legal secretarial and clerical staff.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Draft and prepare legal documents relating to civil and criminal lawsuits in state and federal courts; utilize appropriate legal formats.

Predetermine and schedule court dates for depositions, court and administrative hearings and trials; prepare and compile administrative records; assemble and prepare trial binders, and send notices notifying interested parties. Compute suspense dates for timely filing of litigation documents and maintain a tickler system.

Serve as liaison between professional legal staff, witnesses, law enforcement agencies and the general public.

Type and proofread state and appellate court briefs, ordinances, resolutions, contracts, deeds, and other legal and technical material for proper form, accuracy and completeness; transcribe dictation of a legal and confidential nature; also transcribe witness testimony relating to litigation cases and Council and Planning Commission meetings and hearings.

Screen telephone calls and assist the public by providing technical information as required and refer inquiries as appropriate.

Take complaint from citizens and give information to the public and city employees concerning standard office policies and law not requiring attention of an attorney.

File and index office records, legal documents, and library materials.

Operate word processing equipment and standard office equipment.

Receive and itemize mail on a word processing log.

Maintain attendance records for payroll purposes as assigned.

Perform related duties as required.

Knowledge, Abilities, and Skills

Knowledge of legal terminology and procedures related to the court system and civil process.

Knowledge of organization, procedures and operating details of the City Attorney's Office.

Knowledge of standard office practices, procedures and equipment.

Knowledge of automated filing and record keeping system.

Ability to interpret and apply operating principles and procedures of the function to which assigned.

Ability to understand the organization and operation of outside agencies as necessary to assume assigned responsibilities.

Ability to compile, organize and maintain confidential complex and extensive records and prepare appropriate reports.

Ability to understand and follow complex written and oral instructions.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to type accurately at a speed necessary for timely completion of assigned duties.

Ability to communicate effectively, both orally and in writing.

Ability to operate standard office equipment, including information/word processing equipment.

Minimum Qualifications

Three years of increasingly responsible legal secretarial experience.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____

ATS:GAK:CH:03/12/99